



**WINTER GARDEN • A charming little city with a juicy past.**

**PRE PLAT SUFFICIENCY CHECKLIST**

		YES	NO	N/A
1	APPLICATION FEE - \$250 + \$10 PER RESIDENTIAL LOT OR \$500 PER NON-RESIDENTIAL LOT			
2	A CD COPY OF ALL THE APPLICATION DOCUMENTS AND SUBMITTAL DOCUMENTS IN PDF FORMAT			
3	LIMITED POWER OF ATTORNEY (IF REPRESENTED BY AGENT).			
4	TRAFFIC CONCURRENCY STUDY.			
5	LISTED SPECIES REPORT (IF CLEARING LAND GREATER THAN 1 ACRE IN SIZE).			
6	PHASE 1 SITE ASSESSMENT (IF PROPERTY IS GREATER THAN 10 ACRES IN SIZE).			
7	TWO SIGNED & SEALED SURVEYS. (IF LARGER THAN 11" X 17" <b>FOLDED NOT ROLLED</b> )			
8	FIVE SIGNED & SEALED, FOLDED COPIES OF THE PLAN. IF LARGER THAN 11" X 17" <b>FOLDED NOT ROLLED</b>			
<b>COVER SHEET</b>				
9	TITLE UNDER WHICH PROPOSED SUBDIVISION IS TO BE RECORDED			
10	PLANS SIGNED AND SEALED BY A PROFESSIONAL ENGINEER LICENSED IN THE STATE OF FLORIDA			
11	KEY PLAN (SEE SECTION 110-124 (11) OF CITY CODE)			
12	NORTH ARROW			
13	ZONING AND FUTURE LAND USE			
14	SITE DATA, INCLUDING NUMBER OF LOTS, TYPICAL LOT SIZE, AND ACRES IN PARKS			
15	LOCATION MAP (SEE SECTION 110-122 OF CITY CODE)			
16	NAME, ADDRESS, AND TELEPHONE NUMBER OF THE OWNER			
17	NAME, ADDRESS, AND TELEPHONE NUMBER OF PROFESSIONAL ENGINEER			
18	NAME, ADDRESS, AND TELEPHONE NUMBER OF LICENSED SURVEYOR			
19	UTILITY COMPANY CONTACT INFORMATION			
20	SHEET INDEX			
<b>GENERAL REQUIREMENTS</b>				
21	STREETS NAMES, RIGHT-OF-WAY AND ROADWAY WIDTHS AND PROPOSED CROSS SECTION; APPROXIMATE GRADES AND GRADIENTS; SIMILAR DATA FOR ALLEYS, IF ANY			
22	BOUNDARY LINES (BEARING AND DISTANCES)			
23	LEGAL DESCRIPTION AND TAX IDENTIFICATION OF LAND TO BE SUBDIVIDED			
24	ADJACENT PROPERTIES SHOWING ZONING AND FUTURE LAND USE			
25	EASEMENTS. LOCATION, WIDTH AND PURPOSE OF EXISTING AND PROPOSED EASEMENTS AND RIGHTS-OF-WAY.			
26	STREETS ON AND ADJACENT TO TRACT (SEE SECTION 110-124 (3) CITY CODE)			
27	PRELIMINARY DRAINAGE DESIGN/CONCEPT - ADDRESSING OUTFALL, OFF-SITE FLOWS, ETC.			
28	UTILITIES ON AND ADJACENT TO TRACT (SEE SECTION 110-124 (4) CITY CODE)			
29	TREE SURVEY SHOWING EXISTING TREES			
30	SCALE ONE INCH EQUALS 100 FEET OR LARGER			
31	GROUND ELEVATIONS (SEE SECTION 110-124 (5) CITY CODE)			
32	TOPOGRAPHIC SURVEY EXTENDING A MINIMUM OF 100 FEET BEYOND THE PROJECT LIMITS (SEE SECTION 110-124 (6) AND (7))			
33	PROPOSED PUBLIC IMPROVEMENTS (SEE SECTION 110-124 (10) CITY CODE)			
34	PROPOSED LOT LINES, LOT NUMBERS, AND BLOCK NUMBERS			
35	MINIMUM BUILDING SETBACK LINES			
36	PUBLIC SITES (SEE SECTION 110-124 (14) CITY CODE)			
37	SHOW MULTIFAMILY DWELLINGS, SHOPPING CENTERS, CHURCHES, INDUSTRY OR OTHER NONPUBLIC USES EXCLUSIVE OF SINGLE- FAMILY DWELLINGS			
38	PRIVATE SITES (SEE SECTION 110-124 (18) CITY CODE)			
39	FLOODPLAIN LIMITS & 100 YEAR FLOOD BOUNDARIES			
40	POTENTIAL WETLAND AREAS			
41	DEDICATION AND RESERVATIONS (SEE SECTION 110-124 (20) CITY CODE)			
42	BOUNDARY SURVEY (CERTIFIED)			

Yes No

PLANNING DEPARTMENT APPROVAL		
ENGINEERING DEPARTMENT APPROVAL		



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**APPLICATION FOR PRELIMINARY PLAT APPROVAL**

SECTION 110-98 OF THE CITY'S CODE OF ORDINANCE REQUIRES ALL SUBDIVISION OF LAND (WITH THE EXCEPTION OF A ONE-TIME LOT SPLIT) TO COMPLY WITH THE SUBDIVISION CHAPTER (CHAPTER 110) OF THE CITY CODE OF ORDINANCES AND CHAPTER 177 OF THE FLORIDA STATUTES. THE FOLLOWING APPLICATION IS REQUIRED FOR:

1. NAME & ADDRESS OF PETITIONER (OWNER OF RECORD):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EXT: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

2. CONTACT PERSON/MAILING ADDRESS (IF DIFFERENT):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EXT: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

3. IF CORPORATION, NAMES OF PRESIDENT AND SECRETARY:

PRESIDENT: \_\_\_\_\_ SECRETARY: \_\_\_\_\_

4. PROPERTY ID NUMBER: \_\_\_\_\_

5. NUMBER OF ACRES: \_\_\_\_\_

6. IS A FULL LEGAL DESCRIPTION ATTACHED? \_\_\_\_\_ YES \_\_\_\_\_ NO

7. IS A TRAFFIC CONCURRENCY STUDY INCLUDED (FOR RESIDENTIAL ONLY)? \_\_\_\_\_ YES \_\_\_\_\_ NO

8. WHAT DEVELOPMENT IS BEING PROPOSED?

\_\_\_\_\_ RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INDUSTRIAL



COMMUNITY DEVELOPMENT DEPARTMENT  
 PLANNING AND ZONING DIVISION  
 300 WEST PLANT STREET  
 WINTER GARDEN, FL 34787  
 P: 407.656.4111  
 WWW.WINTERGARDEN-FL.GOV

9. ARE YOU AWARE THAT ALL ELECTRICAL UTILITIES ARE REQUIRED TO BE UNDERGROUND (SECTION 110, DIV 4)?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

10. THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT THE I (WE) HAVE REVIEWED CHAPTER 88 OF THE CITY OF WINTER GARDEN CODE OF ORDINANCES AND AGREE TO PROVIDE A REVIEW DEPOSIT AND A FLAT FEE FOR USE IN ACCORDANCE WITH CHAPTER 88. (PLEASE NOTE THAT THE PRELIMINARY PLAT REVIEW DEPOSIT MAY BE WAIVED BY THE PLANNING DIRECTOR IF A REVIEW DEPOSIT WAS SUBMITTED IN CONJUNCTION WITH A PLANNED UNIT DEVELOPMENT REZONING APPLICATION AND REMAINS ON ACCOUNT WITH THE CITY.) IN ADDITION, THE UNDERSIGNED HEREBY AGREES TO PAY FOR ANY AND ALL DIRECT COSTS, EXPENSES AND FEES INCURRED BY THE CITY OF WINTER GARDEN RELATING TO THE REVIEW, PROCESSING, INSPECTION OR REGULATION OF THE ENCLOSED APPLICATION, INCLUDING BUT NOT LIMITED TO, LEGAL, ENGINEERING AND SURVEYING FEES, AS WELL AS COSTS ASSOCIATED WITH THE ADVERTISING OF THE REQUEST.

THE UNDERSIGNED, BEING THE OWNER (OR DULY AUTHORIZED AGENT OF THE OWNER) OF THE PROPERTY WHICH IS THE SUBJECT OF THE ENCLOSED APPLICATION, FURTHER ACKNOWLEDGES THAT THE FAILURE TO COMPLY WITH CHAPTER 88 AND PAY AMOUNTS DUE MAY RESULT IN A LIEN BEING PLACED ON THE PROPERTY RELATED TO THE APPLICATION AND FORECLOSURE THEREOF. AND FURTHER ACKNOWLEDGES THAT THE UNDERSIGNED SHALL PROVIDE PROMPT WRITTEN NOTICE TO THE CITY IN THE EVENT OF A CHANGE IN OWNERSHIP OF ALL OR A PORTION OF A LOT, TRACT OR PARCEL OF REAL PROPERTY RELATED TO THE ENCLOSED APPLICATION.

INVOICES FOR THE COSTS ASSOCIATED WITH \_\_\_\_\_ (PROJECT NAME OR ADDRESS)  
 SHOULD BE SENT TO (NAME AND ADDRESS OF RESPONSIBLE PARTY):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I/WE HEREBY CERTIFY THAT I/WE ARE THE OWNER(S) OF THE REAL PROPERTY WHICH IS THE SUBJECT OF THIS PETITION AND THAT THE FOREGOING INFORMATION ON THIS PETITION IS TRUE AND COMPLETE.

SIGNATURE OF THE APPLICANT: \_\_\_\_\_

\_\_\_\_\_  
 PRINT NAME:

\_\_\_\_\_  
 DATE

**STATE OF FLORIDA  
 COUNTY OF ORANGE**

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_,  
 BY \_\_\_\_\_, OF \_\_\_\_\_,  
 WHO IS PERSONALLY KNOWN TO ME OR WHO PRODUCED \_\_\_\_\_ AS IDENTIFICATION.

\_\_\_\_\_  
 NOTARY PUBLIC SIGNATURE

PRINT NAME: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

**NOTE: IF THE PETITIONER WISHES TO BE REPRESENTED BY AN AGENT, A LIMITED POWER OF ATTORNEY MUST BE PROPERLY EXECUTED AND PROVIDED TO THE CITY ALONG WITH THIS APPLICATION.**



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**FEES:**

\$250 PLUS \$10 PER RESIDENTIAL LOT; \$500 PER NON-RESIDENTIAL LOT - PLUS REIMBURSEMENT OF THE CITY ENGINEER, CITY ATTORNEY AND CITY SURVEYOR'S COSTS (TO BE PAID PRIOR TO COMMISSION APPROVAL)

NUMBER OF RESIDENTIAL UNITS: \_\_\_\_\_

NUMBER OF COMMERCIAL/NON-RESIDENTIAL UNITS: \_\_\_\_\_

**PROCEDURE:**

CITY STAFF WILL REVIEW THE PROPOSED PRELIMINARY PLAT FOR COMPLIANCE WITH THE CITY CODE. THE PLANNING AND ZONING BOARD WILL REVIEW THE PROPOSED PRELIMINARY PLAT AND MAKE A RECOMMENDATION. THE CITY COMMISSION SHALL APPROVE, DENY, OR APPROVE WITH CONDITIONS THE PROPOSED PRELIMINARY PLAT.

**CODE OF ORDINANCES:**

PLEASE BE AWARE THAT THE CITY OF WINTER GARDEN'S CODE OF ORDINANCES CAN BE FOUND ON THE INTERNET AT [HTTP://WWW.MUNICODE.COM/DATABASE.HTML](http://www.municode.com/database.html) AND PORTIONS OF THE CODE MAY BE FOUND ON THE CITY'S WEB SITE AT [WWW.CWGD.COM](http://www.cwgd.com), FOLLOWING THE LINKS TO THE PLANNING AND ZONING DEPARTMENT'S PAGE. A HARD COPY OF THE CITY'S CODE OF ORDINANCES CAN ALSO BE FOUND IN THE MAIN BRANCH AND THE WINTER GARDEN BRANCH OF THE ORANGE COUNTY LIBRARY SYSTEM.

**THE NEXT STEPS - IN GENERAL**, ONCE THE PRELIMINARY PLAT IS APPROVED, THE APPLICANT MUST PROVIDE THE CITY WITH ENGINEERED CONSTRUCTION PLANS FOR STAFF APPROVAL. COMPLETION OF AN ADDITIONAL FORM AND FEES ARE REQUIRED AT TIME OF CONSTRUCTION PLAN SUBMITTAL. ONCE THE CONSTRUCTION PLAN IS APPROVED BY THE STAFF, AND A PRE-CONSTRUCTION MEETING IS HELD BETWEEN THE CONTRACTORS AND THE CITY ENGINEER, THE APPLICANT SHALL BUILD THE APPROVED INFRASTRUCTURE. ONCE THE INFRASTRUCTURE IS BUILT AND APPROVED BY THE CITY STAFF, THE APPLICANT SHALL SUBMIT FOR FINAL PLAT APPROVAL. COMPLETION OF ADDITIONAL FORMS AND FEES ARE REQUIRED AT TIME OF FINAL PLAT SUBMITTAL.



#### Development Review Costs

By signing this Application, the Applicant acknowledges and agrees that Applicant has read Chapter 88, City of Winter Garden Code Ordinances ("Chapter 88") and understands and agrees to accept Applicant's responsibilities and obligations to pay the City for all fees, costs, and expenses incurred by the City in the review, processing, inspection, and regulation of this Application, including but not limited to: (i) those charges associated with the time City staff and City consultants (including, without limitation engineers, architects, planners, attorneys, paralegals, surveyors, construction inspection professionals and any other professional or technical consultants) spend on the review, processing, inspection, and regulation of the Application or development; (ii) any expenses directly related thereto, including but not limited to notices, advertising, postage, surveying, inspection, legal and engineering costs; and (iii) those charges associated with the time City staff and City consultants spend concerning administrative proceedings, quasi-judicial proceedings, trial court proceedings and appellate court proceedings relating to the consideration, review or challenge of all or part of the Application or any development order or permit issued as the product of the Application or a similar application by the Applicant. However, Chapter 88 does not require the Applicant to pay the City's attorneys' fees and litigation expenses in proceedings or litigation where the City and Applicant are direct adverse parties, except in matters where the City is enforcing the requirements of Chapter 88 against Applicant as specified in § 88-10, City of Winter Garden Code of Ordinances. Applicant understands and agrees that the aforesaid fees, costs and expenses will be invoiced and shall be paid by the Applicant whether or not the Application is successful.

Applicant shall provide prompt written notice to the City's City Manager and Community Development Director within ten (10) calendar days of the occurrence of a change in ownership of all or a portion of a lot, tract, or parcel of real property that is the subject of the Application. Such written notice shall comply with the provisions of § 88-11, City of Winter Garden Code of Ordinances.

Invoices from the City shall be paid within ten (10) calendar days of the date appearing on the invoice. Full payment is a requirement for City's final approval of the Application or any similar application by the Applicant, and as such, the failure to pay such amount jeopardizes the effectiveness of any development order or permit issued prior to full payment of such amounts by Applicant. If nonpayment occurs, the City shall have all remedies at law and in equity against the Applicant and the property owner(s) of the Property subject to this Application, including without limitation, the right to cease development review and processing of the Application, revoke, rescind or place a stop work order on development orders and permits issued at the request of the Applicant, and those other remedies specified in Chapter 88. The provisions of Chapter 88 are incorporated herein by this reference, and the agreements contained herein are supplemental to the Applicant's and the property owner(s)' requirements and obligations under Chapter 88.

#### No Reliance

Applicant acknowledges and agrees that it is spending funds at its own risk in an attempt to obtain development orders, permits and/or approvals from the City or to otherwise develop the Property, and the City is not liable for reimbursing Applicant for such costs and expenses. Individual City employees, City consultants, City appointed officials and elected officials (including city commissioners) have no actual or apparent authority to bind the City on Application approvals and development matters, except for certain very limited matters that are expressly authorized by the City of Winter Garden Code of Ordinances to be determined by the City's Community Development Director or the City's City Manager. Applicant shall not rely on and has no basis to rely on, any written or oral statements of the City's employees, consultants, or elected or appointed officials, except for the actual development order(s) or permit(s) issued after final action is taken by the City on the Application pursuant to the standard applicable review and approval process. Often for development matters, prior to final action being taken by the City, the City must conduct quasi-judicial public hearing(s) where decisions on development applications must be based on the evidence presented in the record at such hearing(s), including testimony and evidence presented by the Applicant, City staff and consultants, and other interested parties. Moreover, often it is the case that multiple types of development orders and permits must be issued before a development can proceed, so the issuance of one or more development orders and permits, should not be relied upon by the Applicant for the likelihood that other required development orders, permits and approvals will be issued. Further, the final actions and/or development orders or permits of the City on development matters can often be challenged; thus, the Applicant should consult with its own legal counsel as to the reliability of final actions of the City and development orders and permits issued by the City.